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ABSTRACT

The consumer fact sheets compiled in this publication present concise descriptions of the major Employment and Training Administration (ETA) programs. Each presentation includes information on: (1) how the program works; (2) who is served; (3) what act authorized the program; (4) how participants may apply; and (5) where to get more information. Programs dealing with the following are included: career information, comprehensive employment and training, computerized placement, employment services, employment tax credits, the handicapped, Indians, the Job Corps, migrant and seasonal farm workers, older workers, public service employment, Redwood Park employment, research and development, rural employment and training services, summer jobs, unemployment insurance, veterans' employment, work incentive, work adjustment, and youth employment and training. (EB)

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Employment and Training Program Highlights

ED173491

Facts for the Consumer

U.S. Department of Labor
Ray Marshall, Secretary

Employment and Training Administration
Ernest G. Green, Assistant Secretary
for Employment and Training
1978 (revised)

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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PREFACE

This publication is a compilation of the consumer fact sheets issued by the Employment and Training Administration. They are set up according to ETA number. (See index in the back for alphabetical listing.)

These sheets, prepared by ETA Publications in cooperation with the program offices, are concise descriptions of the major ETA programs. They contain information on:

How the program works
Who is served
What act authorizes the program
How participants may apply, and
Where to get more information.

As programs change, we issue revisions.

They are also available as single sheets. Copies of either the compilation or the individual sheets may be obtained from the ETA Inquiries Unit, Room 10225, Patrick Henry Building, 601 D St., NW., Washington, D.C., 20213. If you need large quantities, you may reproduce them.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-5 (ETA-1) Nov. 1975, Rev. June 1978

UNEMPLOYMENT INSURANCE PROGRAMS

HOW THEY WORK -- Unemployment Insurance (UI) provides temporary income as partial compensation to unemployed workers. UI programs are administered jointly by the Employment and Training Administration's Unemployment Insurance Service and the individual States. The Federal Government establishes guidelines and pays administrative costs from funds collected under provisions of the Federal Unemployment Tax Act (FUTA). The States have direct responsibility for operation of UI programs.

Under regular State programs, weekly benefits are paid for a period generally not in excess of 26 weeks. Benefits are extendable if State or national unemployment exceeds a specified level.

UI programs are financed from three sources. The basic 1 to 26 weeks are financed by State taxes on employers' payrolls that are maintained in State accounts in the Federal Unemployment Trust Fund: and in three States, employees also contribute to that fund. Benefit extensions beyond the 26th week are financed 50 percent from State funds and 50 percent from the FUTA account. Payments for former Federal civilian employees, veterans, and individuals who lost their jobs as a result of the nation's trade policies, or as a result of a natural disaster, are made from general Federal revenue funds. Despite variations in financing, the State agencies take applications and administer payments for all programs under provisions of State laws.

WHO ARE SERVED -- All workers whose employers are subject to State UI taxes and former Federal employees or members of the Armed Forces. Claimants must have been employed and have earned a specified amount of wages or worked for a specified number of weeks, or both, during a base period established by the State laws. Claimants must also be able to work, available for work, and seeking work.

Under regular and special programs, nearly 8 million people received about $10 billion in unemployment insurance benefits in fiscal year 1978.

AUTHORIZATION -- Social Security Act, Federal Unemployment Tax Act, Disaster Relief Act, Trade Act, and subsequent amendments to those acts.

HOW TO APPLY -- Contact a local office of the agency that administers the UI program in your State. It may be known as Unemployment Insurance, Unemployment Compensation, Employment Security, or Employment Service.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 7000, Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor, in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. It is intended as a general description only and does not carry the force of legal opinion.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-6 (ETA-2) Nov. 1975, Rev. June 1978

JOB CORPS

HOW IT WORKS -- A national system of 64 residential centers in 32 States and Puerto Rico provides basic education, vocational training, counseling, health care, and similar renewal services to help disadvantaged young men and women, 16 through 21, prepare for jobs and for responsible citizenship.

Enrollees in Job Corps centers receive room and board, clothing for work and dress, books, supplies, and a cash allowance, part of which is paid on leaving the program after satisfactory participation. A few of the centers can also accommodate young people who do not live on the center but take training during the day. Enrollees may stay in Job Corps as long as 2 years, and at the end of their stay are given assistance in finding a job.

Training, often by skilled union workers, is given in such occupations as heavy equipment operation, auto repair, carpentry, painting, masonry, nursing and other health care jobs, clerical and office work, and electronic assembly. Basic education includes reading, mathematics, social studies, and preparation for the General Educational Development (GED) high school equivalency examination. Job Corps enrollees also receive instruction in general living skills, such as hygiene and grooming, getting along in the world of work, and constructive use of leisure time.

WHO ARE SERVED -- Young men and women, 16 through 21, who are disadvantaged as defined by Federal poverty criteria (i.e. a family of four with $6,200 annual income) and who can benefit from the services the Job Corps provides. The 64 centers have a capacity of about 25,000, but can serve about twice that number each year, as the average length of stay is about 6 months. Since 1965 when Job Corps opened its first center, more than 620,000 young people have been helped by the program.

AUTHORIZATION -- Title IV of the Comprehensive Employment and Training Act of 1973, as amended.

HOW TO APPLY -- Contact a local office of any State employment service. Young women seeking to join should get in touch with a representative of Women in Community Service (WICS). Inquiries about joining Job Corps may also be made to community social service agencies, schools, and churches. Applicants must have permission to join from parents or guardians and be physically and mentally able to participate in Job Corps activities.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 6100, Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor, in Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Mo., Dallas, Denver, San Francisco, and Seattle.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-7 (ETA-3) Nov. 1975, Rev. May 1978

PROGRAM FOR THE HANDICAPPED

HOW IT WORKS -- The Employment Service (ES) has had a program for serving handicapped people for many years, particularly during and after World War II, when disabled veterans sought help in returning to civilian life. In 1954, the program was expanded by amendments to the Wagner-Peyser Act that required every local ES office to designate at least one staff member to help the more severely handicapped find training or employment and receive counseling services.

In accordance with the provisions of the Rehabilitation Act of 1973, the ES encourages participation of handicapped individuals in its programs and activities and supports the affirmative action obligation of employers.

The program seeks to provide handicapped persons with: (1) Equal opportunity for employment and equal pay in competition with other applicants; (2) employment at the highest skill permitted by their occupational qualifications; (3) satisfactory adjustment to their chosen occupations and work situations; and (4) employment that will not endanger others or aggravate their own disabilities.

WHO ARE SERVED -- Handicapped persons who are legally employable. Applicants are considered handicapped if they have physical, mental, or emotional impairments that constitute an obstacle to their employment. These include orthopedic, visual, hearing, speech, neuropsychiatric, and neurological handicaps, as well as alcoholism and drug addiction. Of the 16 million persons applying to the ES in fiscal year 1977, about 900,000 were handicapped. Nearly one-fourth, or 207,000, were placed in jobs.

HOW TO APPLY -- The handicapped job applicant registers at a local employment service office. Depending on the available job opportunities and the applicant's readiness for employment, the designated staff specialist will provide counseling, aptitude testing, and appraisal of employability. The applicant may be referred to a job or to an outside agency for training, rehabilitation, or supportive services.

AUTHORIZATION -- Wagner-Peyser Act of 1933, as amended.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 8118, Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-8(ETA-4) November 1975

RURAL EMPLOYMENT AND TRAINING SERVICES

HOW THEY WORK -- A primary goal of the U.S. Department of Labor's Employment and Training Administration is to see that rural residents have the same access to employment and training services as urban residents. Through the network of State employment service offices, a wide range of services is offered to help rural workers find jobs and employers meet their personnel needs. One of the ways to reach rural jobseekers is through the job bank system, which gives workers information about openings in all parts of the State. In some areas, mobile offices bring a full range of job services to rural workers.

Openings for seasonal jobs first go to workers living near the farms that have the work. If there are not enough local workers, the employment service may offer jobs to workers in other parts of the State or, if necessary, to jobseekers in other States. It also assists employers by arranging contacts with workers in distant areas to agree on work itineraries and issuing State labor supply bulletins to bring together jobseekers and openings in other areas.

Agricultural labor information centers in a few States supply farmworkers with current information about seasonal farm jobs, such as crop locations and conditions, job opportunities, approximate dates and duration of employment, wages, and general working conditions. The centers measure the composition, volume, and direction of migratory groups and transmit this information to employment service offices.

WHO ARE SERVED -- The rural population covers a vast area. About 2 out of 3 counties in the United States have a population that is at least 50 percent rural. Latest census figures indicate that the rural population is about 54 million, with about 20 million in the work force. All rural workers, including the unemployed, underemployed, and disadvantaged, are entitled to services.

AUTHORIZATION -- Wagner-Peyser Act of 1933, as amended.

HOW TO APPLY -- Get in touch with the local office of the State employment service.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, N.W., Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor, in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

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GPO 893-806

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-9 (ETA-5) Nov. 1975, Rev. Nov. 1978

VETERANS' EMPLOYMENT PROGRAMS

HOW THEY WORK -- Numerous Federal programs help veterans make the transition from military service to civilian employment. Programs for veterans funded by the U.S. Department of Labor (DOL) are:

(1) Help Through Industry Retraining and Employment (HIRE). HIRE arranges for private firms to hire and train unemployed veterans and reimburses the employers for their extra training costs, with funding under the Comprehensive Employment and Train-in Act (CETA). The National Alliance of Business assists HIRE by obtaining job pledges from private employers, and many jobs are provided without reimbursement. To expand the program as quickly as possible, $90 million was made available in early summer 1978 for CETA prime sponsors to participate in opening up training jobs for veterans.

(2) Disabled Veterans Outreach Program (DVOP). CETA funds are also being used to maintain a staff of approximately 2,000 disabled veterans working in State employment service/Job Service (ES/JS) offices in over 100 of the Nation's largest cities, to locate jobless diabled veterans and inform the about the education, job training, and employment benefits for which they are eligible. DVOP staff work with the Veterans Administration, veterans' organizations, and other groups, primarily to find disabled and Vietnam-era veterans in need of job services. DVOP staff have access to all resources of the ES/JS offices, including the job bank system, for referral to job openings. As a result, they are helping to bring about substantial increases in the number of disabled veterans placed in jobs and training.

(3) Reemployment Rights. The Office of Veterans' Reemployment Rights in the DOL's Labor-Management Services Administration helps qualified veterans obtain their legal rights to return to their former employers with the position and benefits they would have attained had they not been in military service.

(4) Affirmative Action and Mandatory Job Listing. Every employer doing business with the Federal Government under a contract or subcontract of $10,000 or more is required to take affirmative action to employ and advance in employment qualified disabled veterans of all wars and all Vietnam-era veterans. In addition, these employers are required to list most job openings with a local ES/JS office. The mandatory listing program is a major source of employment for veterans, who make up nearly a quarter of the ES/JS applicants placed in these jobs.

(5) Job Placements by ES/JS Offices. The 2,500 local ES/JS offices operated by the States and territories offer a variety of assistance to veterans, including counseling, aptitude testing, and referral to training and jobs. Veterans are entitled to priority services, provided they have other than dishonorable discharges. In fiscal 1977, ES/JS offices got jobs for 721,000 veterans.

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(6) Unemployment Insurance (UI). Unemployed Vietnam-era veterans with 90 or more days of continuous active service and with any discharge other than a dishonorable one can file for UI benefits in the State where they live.

(7) CETA Job Training and Work Experience. Veterans who are unemployed and economically disadvantaged are eligible for on-the-job training and public service employment with pay under CETA. The act requires special efforts to make qualified disabled and Vietnam-era veterans aware of employment and training activities and steps to increase their participation in public service employment and job training.

(8) Apprenticeship Training. Apprenticeship programs operated by employers, often jointly with labor unions, give Vietnam-era veterans and others the opportunity to learn a skilled trade while working in a paid job. Veterans enrolled in programs registered with the DOL's Bureau of Apprenticeship and Training or a State apprenticeship agency are also eligible for Veterans Administration benefits. About one-third of all registered apprentices are veterans. (See Consumer Information Leaflet ETA-11 for detailed information on apprenticeship and how to apply.)

(9) Job Corps Training. Any veteran 21 years of age or under who is economically disadvantaged is eligible for Job Corps training--regardless of the type of discharge. Training in more than 140 skills is offered at residential centers throughout the country. Corpsmembers receive allowances, room and board, health care, and clothing. (See Leaflet ETA-2.)

WHO ARE SERVED -- All veterans of the U.S. military services and designated dependents or survivors. Eligibility for some services depends on type of discharge, income, and employment status.

AUTHORIZATION -- Wagner-Peyser Act of 1933 as amended; Social Security Act as amended; CETA of 1973 as amended; title 38, U.S. Code, as amended.

HOW TO APPLY -- Go to your nearest State ES/JS office and ask to see the veterans employment representative. New applicants are requested to complete application forms and are interviewed to determine the training and job openings for which they are qualified.

HOW TO FILE A COMPLAINT -- Complaints about job discrimination may be filed with the nearest State ES/JS office. Ask to see the local veterans employment representative, who will assist you in filing your complaint. Additionally, you can file a complaint with any of the 10 regional offices of Federal Contract Compliance Programs throughout the country (see Federal Government listings in the telephone book for local addresses and telephone numbers), or write:

Associate Director
Veteran/Handicapped Operations Division
Office of Federal Contract Compliance Programs
Room N-3402
U.S. Department of Labor
Washington, D.C. 20210

FOR FURTHER INFORMATION -- Write directly to the Veterans Employment Service, Employment and Training Administration, U.S. Department of Labor, Room 10008, 601 D Street, NW., Washington, D.C. 20213; or to any of the 10 DOL regional offices in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas Kansas City, Mo., Denver, San Francisco, and Seattle.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-10 (ETA-6) Nov. 1975, Rev. Nov. 1978

MIGRANT AND SEASONAL FARMWORKER PROGRAM

HOW IT WORKS -- Migrant and other seasonal farmworkers and their families are provided a wide range of services to help them find alternative job opportunities in year-round employment, or to improve their well-being if they remain in seasonal agricultural work.

The services include education, training, job referral, emergency services, residential support, self-help housing, legal services, transportation, and relocation assistance. In fiscal 1978, the program was supported by an allocation of $75.2 million. Some 20,000 graduates of education and training projects and others were placed in jobs.

The agencies providing these services vary from area to area, but generally are private nonprofit organizations, State and local governments, and universities.

WHO ARE SERVED -- Migrant and other seasonally employed farmworkers and their dependents who have earned most of their income from farmwork in 12 of the last 18 months and whose income is below Federal poverty standards.

AUTHORIZATION -- Comprehensive Employment and Training Act of 1973, as amended.

HOW TO APPLY -- For referral to the nearest program sponsor, contact the Employment and Training Administration at the address below.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 7122, Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor, in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-11 (ETA-7) Nov. 1975, Rev. June 1978

EMPLOYMENT SERVICE/JOB SERVICE

HOW IT WORKS -- The U.S. Employment Service and affiliated State employment service agencies operate nearly 2,500 local offices to serve those seeking employment and those providing it. Local offices in most States are now identified as the Job Service (JS). General services include outreach, interviewing, testing, counseling and referral to placement, training, and other services in readying individuals for employment. Specialized services for various groups such as the following are also provided:

Veterans -- By law and regulation, veterans receive priority (with preferential treatment for disabled veterans) in all services leading to employment and training.

Youth -- Services are geared to provide employment assistance to youth between the ages of 16 and 22 who are in school, high school dropouts, or graduates entering the labor market. To assist youth in choosing work that is within their interests and abilities, services are provided through three components: A year-round program, a cooperative ES-school program, and a summer youth program.

Women -- The full range of JS services (counseling, referral to training, job development, etc.,) are designed to help women overcome barriers to employment and to obtain jobs at their highest skill level. Guidance is also available in the selection of a child-care or day-care facility.

Older Workers -- Middle-aged and older workers are provided all services within the scope and responsibility of the Job Service, including specialized job placement, occupational testing, local labor market information, counseling, and referral to training and employment programs administered by State and local governments.

Handicapped -- Special placement techniques are offered that seek to match the physical and mental demands of a job to the capabilities of a worker. Such services are given in cooperation with other community agencies and include counseling and special placement assistance.

Rural Residents and Workers -- They receive year-round assistance in the full range of employment services. They also receive special services in the areas of recruitment and placement in farm and woods occupations. Growers receive assistance in meeting critical seasonal labor needs and moving workers from supply to demand areas.

Disadvantaged Individuals -- They receive such services as testing, counseling, referral to training and other supportive services, job search and development, placement, and followup. This help is for the poor and unemployed or underemployed persons handicapped by race, age, lack of education, or physical or mental disabilities.

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Employers -- They are assisted in obtaining workers for their work force needs, in filling jobs with special skills or other requirements, in developing personnel management tools, and in identifying and resolving internal work force problems such as turnover, absenteeism, and special recruitment difficulties. Auxiliary services include comprehensive information on employment, unemployment, and other labor market activity on a local, State, regional, and national basis. Also, in virtually every major urban area and 43 States, the Job Service operates a computerized job bank, updated daily to list local job openings.

WHO ARE SERVED -- All employers seeking workers, persons seeking employment, community groups, and employer organizations. Priority in service is given to veterans.

Applicants who need assistance that is beyond the scope of Job Service responsibility, such as vocational rehabilitation services, veterans' benefits information, family or financial counseling, health services, or housing assistance, are referred to the appropriate service provider in the community or in the vicinity.

In fiscal year 1977, nearly 16 million persons filed or renewed applications, and 4.1 million individuals were placed in jobs. Over 1.3 million members of minority groups and 720,000 veterans were placed in jobs.

AUTHORIZATION -- Wagner-Peyser Act of 1933, as amended.

HOW TO APPLY -- Contact a local Job Service or Employment Service office of your State employment security agency (see State government listings in the telephone directory).

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 8000, Washington, D.C., 20213. Or any of the 10 regional office of the Department of Labor in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-12 (ETA-8) Nov. 1975, Rev. Nov. 1978

PROGRAMS FOR OLDER WORKERS

HOW THEY WORK -- The major Employment and Training Administration effort on behalf of older workers is the Senior Community Service Employment Program (SCSEP), which employs economically disadvantaged older persons in part-time community service jobs.

The persons who are hired under this program take a wide variety of work assignments. Program participants are employed about 20 hours a week at day-care centers, schools, hospitals, facilities for the handicapped, and in beautification, conservation, and restoration projects, to name a few. Every effort is made to find a work assignment that makes the best use of the individuals abilities. Participants receive yearly physical examinations, personal and job related counseling, job training, and in some cases placement in regular unsubsidized jobs.

SCSEP projects operate in every State and territory and are supported by grants to 50 State and territorial governments and 8 national sponsoring organizations. National sponsors include the Asociacion Nacional Pro Personas Mayores, Green Thumb, Inc., the National Center on Black Aged, and the National Council of Senior Citizens. Others are the National Council on the Aging, the National Retired Teachers Association-American Association of Retired Persons, the National Urban League, and the U.S. Forest Service.

Older persons may also be helped by State or local governments which have received Department of Labor grants to operate comprehensive employment and training programs. Under these programs, persons of all ages may be served.

WHO ARE SERVED -- Under the SCSEP, hiring is limited to economically disadvantaged persons aged 55 and older. The program supports 47,500 jobs. Economically disadvantaged, unemployed, and underemployed persons of all ages are eligible for training and employment opportunities provided under Department of Labor grants to State and local governments.

AUTHORIZATION -- The SCSEP is authorized by title IX of the Older Americans Act. The programs administered by State and local governments are authorized by the Comprehensive Employment and Training Act.

HOW TO APPLY -- To learn how to apply, contact the local office of the State Employment Service, the Area Agency on Aging, or the State Agency on Aging.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, Room 6402, Washington, D.C. 20213, Attention: title IX. Or any of the 10 regional offices of the Department of Labor, in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-13 (ETA-9) Nov. 1975, Rev. Nov. 1978

INDIAN PROGRAM

HOW IT WORKS -- Unemployed, underemployed, and disadvantaged Indians and other native Americans are provided with training, public service employment, and a wide range of services to enable them to support themselves and their families.

The services are provided by Indian tribes, Alaskan villages, and similar organizations large enough to administer such programs. The funds, which totaled about $202 million in fiscal 1978, are used for public service employment, on-the-job training, classroom training, basic education, and work experience. In addition they may be used to provide such related services as counseling, child care, transportation, and training allowance.

WHO ARE SERVED -- Indians, Eskimos, Aleuts, Hawaiians, and other persons of native American descent who are economically disadvantaged (by Federal poverty standards), unemployed, or underemployed.

The program served about 100,000 persons in fiscal year 1978.

AUTHORIZATION -- Comprehensive Employment and Training Act of 1973, as amended.

HOW TO APPLY -- Contact tribal or other authorities representing the reservations or villages, or any organization receiving a U.S. Department of Labor grant under title III, section 302 of CETA.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 6402, Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor, in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-14(ETA-10)

November 1975
(Reprinted Feb. 1977)

RESEARCH AND DEVELOPMENT

HOW IT WORKS -- The Office of Research and Development of the Employment and Training Administration (ETA) sponsors research on a wide variety of topics, including labor market processes; the factors contributing to unemployment and underemployment; the causes of disadvantagement; the strengths and weaknesses disadvantaged persons bring to the work force; and the transitions from school to work, from job to job, and from work to retirement. Much of this research is designed to enhance the effectiveness of Comprehensive Employment and Training Act (CETA) programs, the Work Incentive program, unemployment insurance and employment service operations, and activities of the Bureau of Apprenticeship and Training.

The office also prepares the President's annual report on the Nation's human resources required by CETA, and supports experimental and development projects that test innovative ways of serving workers with particular job-related needs for services such as placement, orientation, training, upgrading, or counseling. Many projects focus on the needs of specific target groups: older workers, veterans, minority group members, offenders, and women, for example. Project findings often help institutions improve delivery of employment and training services.

Research and development (R&D) projects are conducted under ETA grants by R&D organizations, individuals, colleges and universities, and graduate students writing Ph.D. dissertations.

WHO ARE SERVED -- Knowledge gained through R&D projects is intended for policymakers, legislators; CETA prime sponsors; program planners, administrators, and line staff; and scholars.

AUTHORIZATION -- Established under earlier Federal legislation, R&D efforts are now conducted in accordance with goals specified in title III of the Comprehensive Employment and Training Act of 1973, as amended.

HOW TO GET INFORMATION -- A free annual volume lists, by subject matter, ongoing and recently completed research. The Projects book tells who did or is doing each project and lists sources for detailed final reports, which are sometimes issued as R&D monographs or summarized in ETA publications. The President's report may be purchased from the Government Printing Office.

FOR FURTHER INFORMATION -- Employment and Training Administration, Office of Research and Development, Patrick Henry Building, 601 D Street, NW., Room 9100, Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-15 (ETA-11) Nov. 1975, Rev. Feb. 1977

APPRENTICESHIP

HOW IT WORKS -- Apprenticeship is a combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of the work required for a skilled occupation, craft, or trade. Programs are conducted by employers, often jointly with labor and management. Related technical instruction is given in local vocational schools and junior colleges, sometime utilizing home study courses.

The training period ranges from 1 to 6 years, most trades requiring 3 to 4 years. Apprentices are paid while they train on the job, at progressive wage rates starting from about half the journeyman's rate up to 95 percent of full pay near the end of their apprenticeship.

A few of the skilled trades are automotive mechanic, baker, bricklayer, carpenter, electrician, machinist, operating engineer, optical technician, painter, roofer, sheet metal worker, structural steel worker, and tool and die maker. There are many, many more--a total of 415 apprenticeable trades, including all the specialized jobs within certain occupations.

WHO ARE SERVED -- Both men and women at least 16 years of age are eligible to apply. Applicants must be physically able to do the work of the trade; some trades require an entry examination. For some trades--but not all--they must be high school graduates or possess a General Educational Development (GED) certificate. Veterans may add their years of honorable service (usually up to 4 years) to the upper age limit.

AUTHORIZATION -- The National Apprenticeship Act of 1937, as amended.

HOW TO APPLY -- Persons who want to find out about apprenticeship opportunities should get in touch with their nearest Apprenticeship Information Center, local Federal Bureau of Apprenticeship and Training office, or State Apprenticeship Agency, local employment service office, or the appropriate joint apprenticeship committee, union, or employer concerning application for the craft they want to enter.

FOR FURTHER INFORMATION -- Call or visit one of the Apprenticeship Information Centers in 42 local employment service offices. Or consult one of the Construction Outreach programs, conducted by labor unions, the Urban League, and other groups. These organizations counsel prospective applicants about apprenticeship opportunities and help them prepare for entrance examinations. Information is also available from the Bureau of Apprenticeship and Training, U.S. Department of Labor, 601 D Street, NW., Room 5000, Washington, D.C. 20213. Or any of the 10 regional offices located in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-16 (ETA-12) Aug. 1977, Rev. Nov. 1978

EMPLOYMENT AND TRAINING PROGRAMS FOR YOUTH

WHAT THEY ARE -- The U.S. Department of Labor's Employment and Training Administration sponsors and supports many programs to help young people get jobs and services such as counseling and training to prepare them for jobs. This leaflet covers programs authorized by the Comprehensive Employment and Training Act (CETA). (Some CETA programs are discussed in more detail by other Consumer Information Leaflets. Notations following the listings for these programs refer you to the appropriate leaflets. ETA programs authorized by other acts also serve young people. For information about some of these services, see Leaflets ETA-7 on the Employment Service and ETA-11 on Apprenticeship.)

HOW THEY WORK -- Under CETA, all States and cities, counties, and combinations of local units with populations of 100,000 or more receive direct Federal grants to design and administer programs that serve the job needs of their areas. These units, called "prime sponsors," operate projects themselves or contract with other groups to provide services. The State employment service/Job Service offices are equipped to provide services such as recruitment, counseling, and referral to the CETA prime sponsors.

CETA authorizes comprehensive employment and training services, public service employment, and other programs that serve eligible people of all ages. In addition, it authorizes a number of activities especially for young people. The principal programs that serve youth--either exclusively or along with other eligible people--are:

Comprehensive Employment and Training Services (title II). Prime sponsors provide job search assistance, outreach, supported work, education, classroom and on-the-job training, work experience, supportive services such as health and child care, and other activities. Participants must be economically disadvantaged and either unemployed, underemployed, or in school. (See Consumer Information Leaflet ETA-15.)

Transitional Public Service Employment (title II). Prime sponsors offer transitional employment in jobs that provide needed public services. Participants must live in the areas served and be economically disadvantaged and unemployed for at least 15 weeks or on welfare (See Leaflet ETA-19.)

Youth Programs (title IV). The following programs are designed to improve the job prospects of young people and test new ways of serving them:

Job Corps. This program provides intensive counseling, education, and training at residential centers for disadvantaged youth aged 16 through 21. (See Leaflet ETA-2.)

Youth Employment and Training Programs. These programs are designed to have a long-term effect on youth unemployment by giving young people useful work experience and employment, education, training, and related services, to supplement--but not replace--the services provided by title II comprehensive programs. Participants are unemployed, underemployed, and in-school youth aged 16 through 21 (plus those aged 14 and 15 at the discretion of the Secretary of Labor).

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. It is intended as a general description only and does not carry the force of legal opinion.

Youth Incentive Entitlement Pilot Projects. For designated geographic areas, selected prime sponsors receive funds to demonstrate efficacy of guaranteeing year-round employment and/or training to economically disadvantaged in-school youth ages 16 through 19 or youth of the same ages willing to return to school to seek a high school diploma or its equivalent.

Youth Community Conservation and Improvement Projects. Unemployed youth aged 16 through 19, with emphasis on those out of school, are eligible for projects of local benefit such as improving neighborhoods and communities and maintaining and restoring natural resources on publicly owned land.

Summer Youth Program. Economically disadvantaged young people aged 14 through 21 are hired for part-time summer jobs with schools, hospitals, libraries, community service agencies, and other public and private nonprofit organizations.

Youth Employment Incentive and Social Bonus Program. This demonstration program is testing the efficacy of giving private industry incentives to employ economically disadvantaged youth who are unemployed and have no significant work experience. In not more than 10 areas with high youth unemployment, the program pays a social bonus of up to $2,500 a year to each firm that employs five eligible youth full time for at least a year.

Countercyclical Public Service Employment (title VI). Prime sponsors provide temporary jobs that serve community needs and are in expanding occupations if possible. The number of jobs authorized varies with the national unemployment rate. Participants must live in the areas served, have been unemployed for at least 10 of the last 12 weeks, and have low incomes or be on welfare. (See Leaflet ETA-19.)

National Young Adult Conservation Corps (title VIII). Unemployed youth aged 16 through 23 work for up to a year on conservation projects in national parks, forests, and recreational areas. Under an interagency agreement with the Department of Labor, the Departments of Agriculture and the Interior manage projects on public lands under their jurisdiction and select enrollees from candidates referred by State employment service/Job Service offices. Thirty percent of the funds are used for similar State programs.

WHO ARE SERVED -- Unemployed and underemployed young men and women, including veterans, the handicapped, minority members, and ex-offenders. Some programs have specific eligibility requirements such as family income and length of unemployment. Consult the prime sponsor in your area about these program requirements.

AUTHORIZATION -- Comprehensive Employment and Training Act of 1973, as amended.

HOW TO APPLY -- Get in touch with the CETA prime sponsor in your area. It may be called the Manpower Office, the Human Development Department, or the Employment and Training Administration. The offices of the mayor or county commissioners or your local employment service office can refer you to the proper agency, and the employment service office may also help you apply for CETA openings.

FOR FURTHER INFORMATION -- If you cannot find the prime sponsor in your area, call or write one of the regional offices of the Labor Department in Boston, Rm. 1703, J.F. Kennedy Bldg., 02203; New York, Rm. 3713, 1515 Broadway, 10036; Philadelphia, Rm. 2460, 3535 Market St., 19101; Atlanta, Rm. 405, 1371 Peachtree St., NE., 30309; Chicago, 6th Floor, 230 South Dearborn, 60604; Dallas, Rm. 316, 555 Griffing Square Bldg., 75202; Kansas City, Mo., 911 Walnut Street, 64106; Denver, 16122 Federal Office Bldg., 1961 Stout Street, 80202; San Francisco, 450 Golden Gate Avenue, 94102; and Seattle, Rm. 1145, Federal Office Building, 909 First Avenue, 98174.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-17 (ETA-13) Nov. 1975, Rev. Nov. 1978

This leaflet is issued by the U.S. Department of Labor jointly with the U.S. Department of Health, Education, and Welfare.

THE WORK INCENTIVE PROGRAM

WHAT IT IS -- The Work Incentive (WIN) Program helps people on Aid to Families with Dependent Children (AFDC) find jobs. WIN is operated jointly by the Departments of Labor and Health, Education, and Welfare through State employment services (or other human resources agencies) and welfare agencies in all States and Puerto Rico, the Virgin Islands, and Guam. It provides job information, help in looking for work, and services like child care and medical aid, as needed. People who cannot move into regular jobs at once may be selected for paid work expected to lead to regular employment--either on-the-job training in private industry or WIN-supported public service jobs; or they may get work experience or training from WIN or community employment programs.

WHO ARE SERVED -- Employable people on AFDC. All persons receiving or applying for AFDC are required to register with the local WIN sponsor unless they are exempt. Exempt are children under 16, or under 21 if they attend school regularly; the sick, incapacitated, and elderly; people living too far from a WIN project to take part; people caring for a sick or incapacitated member of the household; mothers or other relatives caring for children under 6; and mothers or other women caring for children in homes where fathers or other male relatives register.

In fiscal 1977, 1,060,739 people registered for WIN. People not required to register may volunteer for the program, and large numbers are doing so. Exempt volunteers can leave WIN at any time and go on receiving their regular welfare benefits.

HOW IT WORKS -- At WIN registration, AFDC applicants and recipients talk over their job qualifications and the kind of work they want to do and get information about job openings in their area. If they cannot move into jobs at once, the WIN staff works with them to plan--and then supply--the help they need to prepare for appropriate employment. During fiscal 1977, WIN registrants obtained 317,000 jobs, a fourth more than in the previous year; about nine-tenths of the jobs were full time.

Responsibilities and protections -- People required to register must take part in each activity planned and accept an appropriate job. If they refuse to accept work or training without good cause, they can lose their share of the family's benefits. But before they lose any benefits, they are entitled to a fair hearing before an officer independent of WIN. If the hearing goes against them, they can appeal. People on AFDC are also protected against unreasonable requirements and against losing money by going to work. Some things they do not have to do are: Move out of town to go to work; start working without adequate child care and other needed services; or take a job that involves race or sex discrimination, pays

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wages below certain standards, or pays less than their benefits plus the cost of working unless they can get assistance to supplement their earnings.

Work incentives -- To make work more profitable than welfare alone, welfare agencies do not reduce a working mother's benefits a dollar for every dollar she earns. Instead, the first $30 of monthly earnings plus one-third of the remainder and the cost of work expenses like busfare and lunches are not counted in calculating welfare checks.

Tax credits -- To open up more jobs for workers on welfare, a new law permits private employers engaged in a trade or business to claim a substantial Federal income tax credit for the first 2 years they employ these workers. Employers can take advantage of either the WIN tax credit for employing persons applying for or receiving AFDC and registered for the WIN Program or the welfare credit for employing workers who have been on AFDC for a least 90 days; these workers may--but do not have to--be WIN registrants. But employers must select one; they cannot claim more than one credit on the sam employee for the same time period.

Each credit amounts to half the case wages paid to eligible workers for the first year of employment, up to $3,000 for each worker paid $6,000 or more. For the second year of employment, the credit is 25 percent of wages, up to $1,500 for each worker paid $6,000 or more. In addition, private household employers can claim a WIN or welfare credit of 35 percent of wages paid during the first year of employment. The maximum is $2,100 for each worker paid $6,000 or more per year, with a ceiling of $4,200 credit on $12,000 in wages. No credit is allowed for the second year of private household work.

The new law applies to wages earned or paid after December 31, 1978, in tax years ending after that date. To qualify their employers for either credit, eligible workers must be employed full time for at least 30 days and must not replace laid-off workers.

AUTHORIZATION -- The 1967 and 1971 amendments to the Social Security Act. The WIN credit is authorized by the Revenue Act of 1971 and the welfare credit by the Tax Reduction Act of 1975, as amended by the Tax Reform Act of 1976. Both credits were modified by the Revenue Act of 1978.

HOW TO APPLY -- AFDC applicants and recipients should contact the local WIN office, employment service, or welfare office. To find out more about the tax credits and hiring a person on welfare, employers may call or visit the local WIN project or welfare office. The WIN staff can help employers select a suitable worker and provide a short, simple certification form for the WIN or welfare credit. Certification needed for the welfare credit may also be obtained from the local welfare office.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, and Division of Employment Incentives, Office of Human Development, U.S. Department of Health, Education, and Welfare. You can reach staff of both agencies at 601 D Street, NW., Room 5102, Washington, D.C. 20213. Or any of the 10 regional offices of the Departments of Health, Education, and Welfare and Labor in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Denver, San Francisco, and Seattle.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-19(ETA-15) Nov. 1975, Rev. Nov. 1978

COMPREHENSIVE EMPLOYMENT AND TRAINING PROGRAMS

HOW THEY WORK -- All States and cities, counties, and combinations of local units with populations of 100,000 or more receive direct Federal grants under the Comprehensive Employment and Training Act (CETA) to design and administer comprehensive employment and training programs that serve the needs of their areas. These 460 State and local units, called "prime sponsors," operate projects themselves or contract with other groups to provide services. Generally, States are responsible for programs in areas that do not meet the population criterion to receive Federal funds directly.

Under the act as amended in 1978, economically disadvantaged persons who are unemployed or underemployed can get training, upgrading, retraining, education, and other services designed to qualify them for jobs. Programs include work-experience and public service employment.

The 1978 amendments to CETA provide also for a demonstration program to test ways to involve private industry in providing jobs in the private sector for the disadvantaged, and one to test new approaches to getting jobs for people on welfare.

WHO ARE SERVED -- Economically disadvantaged persons. Some programs provide services to people who have special problems in getting work, such as Native Americans, persons with limited English-speaking ability and veterans. There are programs also for young people--both in school and out--such as Job Corps, the Young Adult Conservation Corps, the Summer Youth Employment Program and the Youth Incentive Entitlement Projects.

AUTHORIZATION -- The Comprehensive Employment and Training Act of 1973, as amended.

HOW TO APPLY -- Contact the agency designated to run the CETA program in your area. It may be called the Manpower Office, the Human Development Department, or the Employment and Training Administration. The mayor or county commissioner's office or your local Job Service office will be able to refer you to the proper agency.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor, in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-33(ETA-16) June 1976, Rev. Nov. 1978

CAREER INFORMATION SYSTEMS GRANTS

HOW THEY WORK -- In 1974, the Department of Labor launched the Career Information Systems Grants Program to improve the quality and dissemination of occupational and educational information to the Nation's youth and others.

Systems have now been set up in eight States--Alabama, Colorado, Massachusetts, Michigan, Minnesota, Ohio, Washington, and Wisconsin. Another State, Oregon, has a career information system that was developed in the early 1970's with Department of Labor support.

Through these systems, students and other jobseekers who want to know more about work and careers can obtain descriptive information about occupations, such as duties and tasks, special tools and equipment needed, working conditions, career advancement, types of employers, and occupational requirements. The systems can also provide information about the economy, current employment, outlook, earnings and fringe benefits. In addition, they have data on training, education and other ways to prepare for occupations.

Each of the systems uses a multimedia approach to the delivery of career information: computers, key sort decks, microfiche, and/or printed material. The systems are designed so that users can request information and receive immediate responses. Inquirers can examine the ways in which personal abilities, interests, and preferences are related to specific occupations.

WHO ARE SERVED -- During 1978, the systems have served an estimated 2.4 million persons. Among them, junior and senior high school students, post secondary students, vocational education students, adults, employment service clients, veterans, CETA clients and inmates of correctional institutions.

AUTHORIZATION -- The program is authorized under the Comprehensive Employment and Training Act. By late 1979 and early 1980 Department of Labor support to the eight State systems will end. At that time each system will be self-supporting through one or more sources including State and/or local funding and fees charged to user agencies.

FOR FURTHER INFORMATION -- Write to the Division of Career Information, Employment and Training Administration, U.S. Department of Labor, 601 D Street, N.W., Room 9122, Washington, D.C. 20213.

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U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-49 (ETA-17) March 1977, Rev. Nov. 1978

TIPS ON HOW TO FIND A SUMMER JOB

Soon school will be out for the summer--and young people all over the country will start looking for work. With so many people out looking, the competition for jobs will be keen. This leaflet has some suggestions that may improve your chances.

BE PREPARED -- Identify what you have to offer an employer--any work or volunteer experience, plus what you have learned in or out of school that may be useful on a job; for example, being good at crafts or working around cars or machines, at helping children or working with people of all ages.

Ask a teacher or counselor at school about jobs in your area and how you can put your talents to work. Your school may be able to suggest fields that are right for you.

Jot down what you need to know at a job interview--your work record (including school experience), with the names and addresses of previous employers, and personal references, who can be teachers or adult friends (but not relatives). Ask their permission to use their names as references.

DEPARTMENT OF LABOR SERVICES

The Employment Service (or Job Service) is a good place to start looking for work. It is free and has all kinds of jobs listed by employers in your area. The people there will do their best to arrange job interviews for you. If you are uncertain as to what kind of work you can or want to do, ask to see a job counselor.

The Summer Youth Employment Program provides jobs for young people from low-income families. Your employment service can tell you about them and find out whether you qualify. If you do, you may get a job that helps people in your area and earn money you may need to go back to school.

WHO ARE SERVED -- The employment service serves employers and jobseekers of all ages. The Summer Youth Employment Program serves persons aged 14 through 21 from families that are on public assistance or have low-incomes.

AUTHORIZATION -- Wagner-Peyser Act of 1933, as amended, and Comprehensive Employment and Training Act of 1973, as amended.

HOW TO APPLY -- Go to a local office of your State employment service (see State government listings in the telephone book).

OTHER PLACES TO CHECK -- Tell everyone you know--friends, relatives, neighborhood employers--that you want summer work. Read newspaper want ads; watch bulletin

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boards and factory and store windows for help wanted signs; and check with places that usually hire summer workers. A few are camps, resorts, playgrounds, amusement parks, plant nurseries and farms, and ice cream and soft drink companies. Another possibility is filling in while a regular employee is on vacation. Ask at such places as business offices, stores, factories, theaters, hotels, motels, and hospitals.

START EARLY -- It may give you priority over other applicants. Large businesses usually have personnel offices that will take your application in the spring. Then check back regularly on your prospects. Often you can improve your chances of getting summer work at a company by working there after school or Saturdays during the school year. Some small firms may not take applications until they are nearly ready to hire. But checking early lets employers know you are interested and gives you an idea of your prospects and when to apply.

For work in the Federal Government, check in November or December about qualifying for a job the following summer. To do so, write or call the U.S. Office of Personnel Management (the new name for the part of the former Civil Service Commission responsible for recruiting and testing job applicants) and ask for the summer employment announcement. Its address is Washington, D.C. 20415, and the telephone number is (202) 737-9616. Your employment service office can often tell you about State and local government jobs and when and how to apply.

JOB INTERVIEWS -- Here are a few tips on making a good impression:

1. Find out about the company where you are going for an interview. (Ask the personnel or business office for printed material or consult the employees.) Knowing about the company's jobs may help you decide what to say about yourself.
2. Take along your work record and references.
3. Dress conservatively--in a dress or pantsuit if you are a girl, in trousers and a neat shirt if you are a boy. Do not wear "fad" or flamboyant clothes.
4. Report for your interview promptly--and alone. Don't bring anyone along.
5. Answer the employer's questions honestly and briefly. Don't talk about personal matters unless you are asked. Do tell about your qualifications completely--without exaggeration. Your job is to show why the company should hire you instead of another applicant.
6. If your first interview does not lead to a job offer, don't be discouraged. Few people get the first job they apply for--and often not the second or third either. Think over each interview and decide what you did that made a good impression--and what you might do better. Then try again.

VOLUNTEER WORK -- If you don't find a job, you can still do something useful this summer. You can work as a volunteer at a hospital, nursing home, youth center, playground, or other community service. Helping other people can be personally rewarding. And the experience may help you get a paid job the next summer.

LAWS TO PROTECT YOUNG WORKERS -- These laws require a work permit for certain jobs and specify the types of jobs young people can hold and the hours they can work. Other laws set minimum wages. The jobs the employment service tells you about will be ones you can legally hold, and they will pay at least the minimum wage that applies to that employer. When you look on your own, be sure you accept only work you are allowed to do an are paid as much as the law requires.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 8000, Washington, D.C. 20213. Or a local office of your State employment service (see State government listings in the telephone book).

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-50 (ETA-18) May 1977, Rev. Nov. 1978

EMPLOYMENT SERVICES FOR OLDER WORKERS

HOW IT WORKS -- A comprehensive program of employment services is available for middle-aged and older workers through the public employment service local offices of the 50 States, the District of Columbia, Guam, and the Virgin Islands.

WHAT SERVICES ARE PROVIDED -- Among the services are job placement, employment counseling, occupational testing, job development, local labor market information, and referral to training and employment programs administered by State and local governments.

Applicants who need assistance that is beyond the scope of public employment service responsibility, such as vocational rehabilitation services, veterans' benefits information, family or financial counseling, health services, or housing assistance, are referred to the appropriate service provider in the community or in the vicinity.

PUBLIC EDUCATION -- For more than two decades, the public employment services have joined with the National Council on the Aging, Inc., State agencies on aging, State and local councils on aging, senior citizens' associations, and veterans' organizations in the annual observance of National Employ the Older Worker Week. In addition to informing employers and the general public of skills and maturity offered by older workers seeking employment, this annual campaign informs middle-aged and older jobseekers of assistance that is available through the facilities of the public employment services on a year-round basis.

WHO PROVIDES THE SERVICES -- All public employment service local office staff normally provide services to middle-aged and older workers. These staff have been provided specialized training to enhance their understanding of age-related employment problems confronted by the older jobseeker. In the larger local offices, at least one staff person specializes in providing intensive services for men and women confronted with employment problems primarily due to age.

In addition, regular employment service staff in some local offices are augmented by volunteers or by retired men and women who work in the office on a part-time basis to provide intensive job development and placement services for older jobseekers.

WHO ARE SERVED -- There are no upper or lower age limits. The services are provided for anyone encountering, or anyone who may be expected to encounter, difficulty in getting or keeping a job due to any reason related to age or characteristics associated with age.

In accordance with Federal law and regulations, it is the policy of the public employment service to give priority to qualified veterans, regardless of

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age, in selection and referral to employment and training and to provide preferential treatment to disabled veterans over nondisabled veterans and all other applicants in all local office services, including selection and referral to employment and training.

All public employment service local offices operate in compliance with the Age Discrimination in Employment Act of 1967, as amended, which prohibits arbitrary age discrimination in employment of men and women between 40 and 69 years of age.

During fiscal 1977, 388,000 workers aged 45 and older were placed in jobs.

AUTHORIZATION -- Wagner-Peyser Act of 1933, as amended.

HOW TO APPLY -- Contact the nearest local office of your public employment service (see State government listings in your local telephone directory).

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 8000, Washington, D.C. 20213. Or, contact any of the 10 regional offices of the Department of Labor in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle. Also see Consumer Information Leaflet No. USDL-12(ETA-8) for a description of specific programs provided under the Older Americans Act and the Comprehensive Employment and Training Act.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL -51 (ETA-19) May 1977, Rev. Nov. 1978

PUBLIC SERVICE EMPLOYMENT PROGRAMS

HOW THEY WORK -- The Comprehensive Employment and Training Act (CETA) provides for programs of public service employment (PSE) funded through block grants and operated by prime sponsors, consisting of all States and cities, counties, and combinations of local units with populations of 100,000 or more. PSE is authorized by two titles of CETA:

Title II provides for a program of transitional employment opportunities for the economically disadvantaged. These opportunities are entry-level public service jobs combined with related training and services designed to help participants move into unsubsidized jobs. Funds authorized to support this program amount to $3 billion for fiscal 1979 and such sums as are necessary thereafter.

Title VI provides for a countercyclical program of temporary jobs during periods of high unemployment. The number of jobs authorized varies with the national unemployment rate. When that rate is lower than 7 percent, the program provides enough jobs for 20 percent of the number of unemployed workers in excess of 4-percent unemployment. At a 7-percent or higher unemployment rate, the proportion of unemployed workers to be hired rises to 25 percent of those in excess of the 4 percent rate.

Funds to support both PSE programs are distributed to prime sponsors according to the extent and severity of unemployment in the areas served; the title II distribution formula also takes into account the number of low-income adults living in a sponsor's area. The jobs are in expanding occupations if possible and serve community needs. Some jobs participants do are rehabilitating public property, weatherizing the homes of low-income families, helping with energy conservation measures, including solar energy techniques, and improving access to public facilities by handicapped persons. They also work in such fields as education, health care, transportation, crime prevention and control, and environmental quality.

Under the 1978 CETA amendments, wages are limited to $10,000 per year (adjusted upward by the ratio of local wages to the national average but not more than $12,000). Further, the average yearly wage in each prime sponsor's area must not be more than $7,200 (also adjusted by the ratio of local to national wages). The law specifically bars wage supplements for title II PSE and strictly limits them for title VI jobs. The 1978 amendments also limit the time participants can hold PSE jobs. In general, the maximum is 78 weeks in a 5-year period, but there are some exceptions: Not more than 6 months of all public service employment before October 1, 1978, counts toward the maximum, and the Secretary of Labor can waive the limit for areas where prime sponsors are having great difficulty placing participants in unsubsidized jobs or where the unemployment rate is 7 percent or higher.

WHO ARE SERVED -- The title II program serves persons who have been unemployed for at least 15 weeks and are economically disadvantaged or on welfare. The title VI

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jobs are for persons who have been unemployed for at least 10 of the last 12 weeks and who are from families whose income is no higher that the Bureau of Labor Statistics lower living standard budget or on welfare. In addition, PSE projects funded under either title hire only persons living in the areas they serve and give special consideration to welfare recipients, disabled and Vietnam-era veterans, and members of groups with particular labor market disadvantages.

AUTHORIZATION -- Comprehensive Employment and Training Act of 1973, as amended.

HOW TO APPLY -- Get in touch with the CETA prime sponsor in your area. It may be called the Manpower Office, the Human Development Department, or the Employment and Training Administration. The offices of the mayor or county commissioners or your local employment service office can refer you to the proper agency.

FOR FURTHER INFORMATION -- If you cannot find the PSE program in your area, call or write one of the regional offices of the Labor Department in Boston, Rm. 1703, J.F. Kennedy Bldg., 02203; New York, Rm. 3713, 1515 Broadway, 10036; Philadelphia, P.O. Box 8796, 19101; Atlanta, Rm. 405, 1371 Peachtree Street, NE., 30309; Chicago, 6th Floor, 230 South Dearborn, 60604; Dallas, Rm. 316, 555 Griffin Square Bldg., 75202; Kansas City, 911 Walnut Street, 64106; Denver, 16122 Federal Office Bldg., 1961 Stout Street, 80202; San Francisco, Box 36084, 94102; and Seattle, Rm. 1145, Federal Office Building, 909 First Avenue, 98174.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-53 (ETA-20) October 1977

WORKER ADJUSTMENT ASSISTANCE PROGRAM

WHAT IT IS -- Workers making a number of products--color television sets, shoes, electronic parts, steel, and other goods--have recently been laid off or forced to go on short workweeks because of foreign trade competition. To help workers in this situation, the Worker Adjustment Assistance Program gives them substantial weekly allowances and a variety of help in preparing for and finding new employment. Workers may also get grants to look for work outside their home areas and money to pay for moving to new jobs.

WHO ARE SERVED -- Workers Adjustment Assistance is reserved for workers whose unemployment is linked to increased imports of foreign-made products. To assure that the benefits go to such workers, the law requires the Department of Labor to determine whether imports contributed importantly to job reductions in a particular company or unit. The Labor Department makes this determination in response to petitions from workers who have been laid off or threatened with layoffs from their plant. If it decides that imports were an important factor, it certifies the affected workers in that plant as having group eligibility for adjustment assistance.

HOW TO QUALIFY -- Petitions for group eligibility may be filed by a group of three or more workers, their union, or an authorized representative. Copies of the petition form are available from State employment security agencies, any of the 10 regional offices of the Employment and Training Administration (listed under "For Further Information"), or the Office of Trade Adjustment Assistance (write to the address below or telephone (202) 523-7665). Union representatives may also have copies.

Completed petitions should be sent to: Office of Trade Adjustment Assistance, Bureau of International Labor Affairs, U.S. Department of Labor, Washington, D.C. 20210.

After a petition is filed, the Department of Labor looks into the effect of imports on the company's jobs and issues a decision. If it certifies the workers, it will give the "impact date" when layoffs or reduced schedules began or threatened to begin. Once a group is certified, each worker in the group is eligible to apply for benefits.

HOW TO APPLY -- Go to your nearest State unemployment compensation or employment service office and file a claim. It will be approved if you:

-- Were laid off or put on a reduced schedule on or after the impact date.

-- Worked in the plant affected by imports for a least 26 of the 52 weeks before your layoff or reduction.

-- Received wages of $30 or more a week.

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BENEFITS PROVIDED

-- A weekly allowance that:

° Amounts to 70 percent of your former average weekly wage (but not more than the national average weekly manufacturing wage).

° Is paid for up to 52 weeks. But you can get an extension for up to 26 more weeks if you are completing training or were 60 or older when you were laid off.

-- Specialized assistance in finding a new job.

-- Training at no cost to you. If the training facility is beyond normal commuting distance from your home, you may be paid for your transportation costs and living expenses.

-- An allowance to pay your expenses while you look for work outside your home area if there are no suitable jobs where you live. It amounts to 80 percent of your necessary transportation and living costs (up to a maximum of $500).

-- A relocation allowance to help you move your household to your new area of employment, plus a lump sum payment to help you get settled there. The allowance pays 80 percent of your moving expenses, and the payment amounts to three times your former average weekly wage (up to $500).

AUTHORIZATION -- Trade Act of 1974.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Room 7000, Washington, D.C. 20213 or your State employment security agency. Or get in touch with any of the 10 regional offices of the Labor Department: Boston, Rm. 1703, J.F. Kennedy Bldg., 02203; New York, Rm. 3713, 1515 Broadway, 10036; Philadelphia, Rm. 2460, 3535 Market Street, 19101; Atlanta, Rm. 405, 1371 Peachtree Street, NE., 30309; Chicago, 6th Floor, 230 South Dearborn Street, 60604; Dallas, Rm. 316, 555 Griffin Square Bldg., 75202; Kansas City, Mo., 911 Walnut Street, 64106; Denver, 16122 Federal Office Bldg., 1961 Stout Street, 80202; San Francisco, 450 Golden Gate Avenue, 94102; and Seattle, Rm. 1145, Federal Office Bldg., 909 First Avenue, 98174.

GPO 923-219

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-47 (ETA-21) February 1977

COMPUTERIZED PLACEMENT SYSTEMS

HOW THEY WORK -- One of the most important functions the State employment service performs is placement: providing employers with qualified workers and getting jobs for people looking for them. This used to be done manually. An ES employee would check the files for a job suitable for a particular applicant. Or, when an employer listed an opening, the ES staff would check applications to find a worker with the right qualifications. The process was slow and usually limited jobseekers and employers to the listings in a single office.

Today with the help of computers, the ES has speeded up the process. It offers jobseekers a better choice of jobs and employers a wider range of qualified workers. It started with job banks and is noew moving on to worker-job matching.

Job banks prepare a daily computer printout of all jobs listed with the employment service in a metropolitan or larger area and distribute copies to employment service offices throughout the area. In this way, jobseekers at all offices get current information about suitable openings in the entire area, and employers with hard-to-fill jobs can consider qualified workers referred by any office in the area. Most city and area job banks are linked in statewide systems so that jobseekers and employers can extend their search to the entire State. In recent years, job banks have opened in all parts of the country. They now operate in 43 States as statewide systems and in major cities in the other States and are available to serve about 85 percent of the U.S. population.

Matching systems use computers to identify registered jobs for which an applicant is qualified or, conversely, all registered applicants who qualify for a particular job. Two basic types of matching systems are currently in use:

--On-line, real-time matching, in which employment service staff use desk-top computer terminals to give applicants visiting a local office immediate information on suitable job openings or search for qualified workers as soon as an employer places a job order. This system is being planned, developed, and used primarily for large cities, where it is proving cost effective in serving large numbers of applicants and employers.

--Systems using an overnight or batch process to match unfilled orders with all current applications and list persons qualified for each job. Interviewers then telephone applicants early the next morning and encourage them to apply for the jobs identified for them. This less costly system is now being used in a number of areas and is planned for many more.

Employment service matching systems had been funded in 23 States by the end of fiscal 1977.

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. It is intended as a general description only and does not carry the force of legal opinion.

WHO ARE SERVED -- Employers seeking workers and people looking for jobs. Like all employment services, offices that are part of computerized systems gear their services to applicant and employer needs. Jobseekers who know what kind of work they are qualified to do can visit the Job Information Service, made up of self-service units in local offices, where they can look over job bank listings and select the jobs they want to apply for. Meanwhile, disadvantaged workers, the handicapped, veterans, and others with specific problems get needed services such as counseling, testing, referral to training, and job development.

AUTHORIZATION -- Comprehensive Employment and Training Act of 1973, as amended.

HOW TO APPLY -- Go to a local office of your State employment service (see the State government listings in your telephone book). Most offices have job banks, a number have computerized matching capabilities, and all have job openings.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, Attention TESS, 601 D Street, NW., Room 8000, Washington, D.C. 20213. Or any of the 10 regional offices of the Department of Labor in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Mo., Denver, San Francisco, and Seattle.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL-54 (ETA-22) (LMSA-6) March 1978

REDWOOD PARK EMPLOYEE PROTECTIONS

WHAT IS IT? -- The Redwood National Park Act of 1968 was amended on March 27, 1978 to expand the park boundaries by 48,000 acres in Humboldt and Del Norte Counties, California. Workers adversely affected by this Federal action may qualify for the employment and benefits programs included in the Redwood legislation, and if eligible, for benefits under other legislation. The U.S. Department of Labor is responsible for carrying out these programs.

WHO IS AFFECTED? -- Mill and woods workers, and related personnel, laid off (or downgraded) between May 31, 1977 and September 30, 1980 who were employed by a forest industry employer meeting minimum standards. Employees must meet basic eligibility requirements, similar to those for unemployment compensation payments. Length of service in the industry is also a factor in determining eligibility for employment programs and benefit payments.

WHAT PROGRAMS/BENEFITS ARE PROVIDED FOR? -- In addition to carrying out existing programs to lessen unemployment and its impact on American workers, the Federal Government will be working with State, county and local agencies, and certain private employers to provide for employment and training programs for workers affected by the park expansion. Arrangements are to be made for preferential hiring opportunities in park service and full consideration to be given for jobs in other sectors.

The act also provides for benefit payments from the Federal Government to affected employees. Workers with five years or more of industry service are guaranteed weekly layoff payments equal to their level of earnings prior to the park expansion. Although the weekly guarantee may extend through September 30, 1984, workers are urged to seek and accept suitable employment, for which assistance will be given in the form of job search allowance and/or relocation expenses. Payments to trust funds for the continuation of health and welfare coverage and accrual of pension rights and credits are also provided for by the legislation. Workers with less than 5 years of service, and other workers who choose this option, can receive a lump-sum severance payment of up to 72 weeks of compensation instead of the weekly guarantee.

A brochure describing the programs and benefits will be available in the near future.

WHERE TO APPLY FOR BENEFITS -- At State Employment Service offices: 409 K Street, Eureka, Humboldt County; 485 I Street, Crescent City, Del Norte County.

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. A joint product of the Labor-Management Services Administration and the Employment and Training Administration, the sheet is a general description only and does not carry the force of legal opinion.

U.S. Department of Labor
Program Highlights

Consumer Information Leaflet No. USDL- (ETA-23) January 1979

EMPLOYMENT TAX CREDITS

WHAT THEY ARE -- A new law allows employers to claim a Federal income tax credit amounting to half the wages paid to certain workers for the first full year on the job. By selecting their employees from specified groups, employers can claim the targeted jobs tax credit, or they can take advantage of either Work Incentive (WIN) or welfare credit provisions, which now permit greater tax savings over a 2-year period and have fewer eligibility requirements than earlier laws allowed.

The maximum amount of all three credits is $3,000 for each worker paid $6,000 or more for the first year. Since the employer's normal deduction for wages is reduced by the amount of the credit, however, the actual tax savings can range from $900 to $2,580 per worker, depending on the company's tax bracket. For the second year of employment, the credit is 25 percent of wages, up to $1,500 for each worker paid $6,000 or more, with comparable reductions.

The new law applies to wages earned or paid after December 31, 1978, in tax years ending after that date. The targeted credit is available on wages paid through December 31, 1980, to workers hired after September 26, 1978. The WIN and welfare credits are continuing tax breaks, with no expiration dates; earlier laws set these credits at 20 percent of wages in the first year of employment only.

WHO ARE SERVED -- All private employers engaged in a trade or business. In addition, private household employers can claim the WIN or welfare credit. This credit is 35 percent of wages paid during the first year of employment, up to $2,100 for each worker paid $6,000 or more per year, with a ceiling of $4,200 credit on $12,000 in wages. No credit is allowed for the second year of private household work.

The purpose of the credits is to open up opportunities for people who have particular difficulty finding jobs. Hence the law specifies certain categories of workers who qualify their employers for credit. For the targeted tax credit, the workers must be --

- Handicapped persons receiving or completing vocational rehabilitation;
- Youth 18 through 24 who are members of economically disadvantaged families;
- Recipients of Supplemental Security Income;
- Vietnam-era veterans under 35 who are economically disadvantaged;
- Persons who received general assistance for 30 or more days;
- Youth 16 through 18 participating in cooperative educational programs; or
- Ex-offenders who are economically disadvantaged and are hired within 5 years after conviction or prison release.

For the WIN tax credit, eligible workers are persons applying for or receiving Aid to Families with Dependent Children (AFDC) and registered for the WIN Program. For the welfare credit, they are AFDC recipients who have been receiving benefits continuously for at least 90 days.

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. It is intended as a general description only and does not carry the force of legal opinion.

HOW THEY WORK -- All employers like yourself have to do is select eligible workers and get a simple certification that the people you hire qualify you for tax credit. You can get the certification from your local Job Service office or from the WIN or welfare offices in your area (see How to Apply).

Qualified workers -- By giving your job orders to your Job Service office, you can get workers who make you eligible for the targeted credit and are ready to do your work. Many will be workers completing job training or public service employment in programs run by your city, county, or State and supported by Federal funds under the Comprehensive Employment and Training Act. In addition, if you think any workers you have hired for the first time after September 26, 1978, may qualify you for credit, consult your local Job Service about getting them certified.

To take advantage of the WIN or welfare credit, discuss your hiring needs with the local WIN office staff. The WIN Program provides a variety of social, employment, and training services to help employable people on AFDC prepare for, find. and keep jobs. It is operated jointly by the Departments of Labor and Health, Education, and Welfare through Job Services (or other employment and training agencies) and welfare agencies across the country.

Some limitations -- A general one is that you cannot claim more than one credit on the same employee for the same time period. There are also a few specific limitations on the different credits:

For the targeted tax credit, the first-year wages on which you claim credit cannot amount to more than 30 percent of the wages on which you pay unemployment insurance taxes for all employees in your firm. In addition, you cannot claim credit on the wages of employees for whom you receive on-the-job training payments. Another provision limits your credit to 90 percent of your tax liability after other applicable reductions. But you can carry unused credit back 3 years and forward 7 years to reduce your tax liabilities for these years.

For the WIN and welfare credits, the ceiling is your entire tax liability, and you can transfer unused credit to other years, as for the targeted credit. Other requirements are that your eligible workers must be employed full time for at least 30 days and that they must not replace laid-off workers.

AUTHORIZATION -- The Revenue Act of 1978 authorizes the targeted jobs tax credit and modifies the WIN and welfare credits. The WIN credit is authorized by the Revenue Act of 1971 and the welfare credit by the Tax Reduction Act of 1975,as amended by the Tax Reform Act of 1976.

HOW TO APPLY -- To get a simple certification showing that the person you hire qualifies you for credit: For the targeted credit, go to your local employment service or Job Service office. For the WIN credit, visit the local WIN office. For the welfare credit, the WIN or welfare office. Your Job Service and WIN offices and other cooperating organizations can also send you applicants who meet the requirements for credit and are ready to do your work. To find the Job Service and WIN offices in your area, look under the State listings in your telephone directory. For technical regulations and a schedule to submit for any of the tax credits, contact your local Internal Revenue Service office.

FOR FURTHER INFORMATION -- Employment and Training Administration, U.S. Department of Labor, 601 D Street, NW., Washington, D.C. 20213. Write to Room 8000 for information on the targeted tax credit and to Room 5114 for WIN and welfare tax credit information.

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